

EXAMPLE 4

FOREIGN TRAVEL

Following is an example “Request To Travel” for the following scenario:

Dr. O. Wizard is traveling from Lamar University, Beaumont, Texas, to Linz, Austria to attend the 4th International Math Conference.

06/02/06 – Dr. Wizard will leave headquarters at 11:30 a.m. and drive personal vehicle to the Bush Intercontinental Airport, where he will fly to Linz, Austria. When he arrives in Linz he will take a taxi to his hotel.

06/03/06 thru 06/08/06 – Attend seminar.

06/09/06 – At 7:30 a.m. he will fly from Linz, Austria to Houston, TX. When he arrives at Bush Intercontinental Airport, he will pay his parking fee and return to headquarters via personal vehicle at 7:45 p.m.

Dr. Wizard’s approximate expenses will be listed on the Request To Travel.

REQUEST TO TRAVEL AT UNIVERSITY EXPENSE

Name Dr. O Wizard Soc. Sec. No. 123-45-6789 Date 04/03/06

Department Mathematics Position Professor

Destination Linz, Austria Date(s) of Travel: From 06/02/06 To 06/09/06

Purpose of Travel To attend the 4th International Math Conference

Account No. 214444 Cash Advance \$ Amount Approved by: Dean's / Division Administrator's Initials

Table with 3 columns: Obj Code, Description, Approx. Exp. Rows include TX - Public Transportation, TX - Mileage, TX - Incidental Expenses, TX - Meals / Lodging, NonTX - Public Transportation, NonTX - Mileage, NonTX - Actual Expenses, NonTX - Incidental Expenses, NonTX - Meals / Lodging, Foreign Travel (2,000.00), Prospective Employees, Registration Fees, and TOTAL (\$2,000.00).

Requested by Traveler

Recommended by Department Head

Approved by Dean / Division Administrator

***** FOREIGN TRAVEL ***** Attach an itinerary and "Foreign Travel Request and Release of Liability" form; then, acquire approval below.

- * Public Transportation: Airlines, Rental Car, Cab Fare
* Incidental Expenses: Room Tax, Business Phone Calls, Parking
* Mileage: Personal Car Mileage = See Website for Current Rate
* Meals / Lodging: = See Website for Current Rate

Approved by Provost / EVP of Acad. Affairs

Approved by President

INFORMATION REQUIRED FOR WASHINGTON D.C. TRAVEL ONLY
Contact Person (in Washington D.C.) Building Phone #
* Must complete "Office of State-Federal Relations / Report of State Agency Travel to Washington D.C." form on website.

INSTRUCTIONS:

- 1. Complete and file with the Travel department BEFORE going on trip. (Note foreign travel instructions).
2. Must be approved by a person on the Lamar University President's Travel Approval List. jlt-02/06

EXAMPLE 4

TEXAS STATE UNIVERSITY SYSTEM
REQUEST FOR CHAIRMAN OF THE BOARD OF REGENTS APPROVAL
AND RELEASE OF LIABILITY AND ASSUMPTION OF RISK
FOR SYSTEM EMPLOYEES TRAVELING TO FOREIGN COUNTRIES
USING STATE APPROPRIATED FUNDS

1. Institution: Lamar University Agency Code: 734
2. Individual Traveling: Dr. O. Wizard Position Title: Professor
3. Date of Departure: 06/02/06 Date of Return: 06/09/06
4. Contact Person and Phone Number: Dorothy Gale, Phone 867-5309

5. Places to be Visited:
Country: Linz City: Austria

6. Estimated Cost of Trip:
(Include only state appropriated funds.*)

(a) Transportation	\$	<u>1260</u>
(b) Other Transportation		_____
(c) Lodging		<u>140</u>
(d) Meals		<u>160</u>
(e) Registration Fee		<u>400</u>
(f) Other		<u>140</u>
Total	\$	<u>2100</u>

7. Attach an explanation and justification of the trip.
8. Statement and signature of applicant and agency administrator.

"I hereby certify to the Chairman of the board of Regents that the purpose of this trip is official business of the state and is necessary for the proper performance of this state institution's statutory functions. I further certify that I am aware of any travel advisory issued by the United States Department of State regarding a warning against or restriction on travel to the destination of this trip, and am aware of the potential risks associated with travel to that destination."

On behalf of myself, my heirs, executors, administrators and assign, and in consideration of the use of university funds in taking this trip, I hereby assume any and all risk, liability, loss, or damage arising in any way from this trip; further, I release the university, Texas State University system, their regents and employees from such liability, loss, or damage, including personal injury or death.

Applicant

Agency Chief Administrator

President

Title

Approval: _____
Chairman of the Board of Regents

Date

* State appropriated funds are those funds appropriated in the General Appropriations Act.

EXAMPLE 4

Justification and Itinerary
Travel to Attend 4th International Math Conference
June 2-9, 2006

Justification:

The College of Education at Lamar University has a long history of participating in international conferences designed to promote international culture and scholarly dialogue and create opportunities for cooperation. In this instance, I will be attending and presenting a paper at the 4th International Conference to be held in Linz, Austria from June 02 through June 09, 2006. In addition to sharing information on Mathematics, I will be meeting with conference attendees to establish cooperative research programs and research linkages.

Itinerary:

June 02, Depart headquarters, L.U. Travel day.
June 03, Travel day. Arrive Linz, Austria. Secure lodging at hotel.
June 04, Attend the Conference held at the Hotel.
June 05, Same as above.
June 06, Same as above.
June 07, Same as above.
June 08, Same as above.
June 09, Return to headquarters, L.U. Travel day.



TRAVEL VOUCHER / FORM

1. Archive reference number	2. Agency number 734	3. Agency Name LAMAR UNIVERSITY			4. Current document number		
5. Effective date (Agency use) 06-14-06		6. Doc date (First date of travel) 06-02-06		7. DOC agency 734	8. FY 06	9. Document amount \$2,214.55	
10. Pay to: DR. O. WIZARD 123 YELLOW BRICK ROAD EMERALD CITY, OZ 12345					11. Title PROFESSOR - MATHEMATICS		
214444					12. Designated headquarters LAMAR UNIVERSITY-BEAUMONT		
13. Texas identification number 123-45-6789			14. I am an "appointed officer" and certify that all documentation required to be filed with the Texas Ethics Commission has been filed. sign here ▶				

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER		PMT DUE DATE	AGENCY USE			
	AGENCY USE						

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	INVOICE NUMBER		PMT DUE DATE	AGENCY USE			
	AGENCY USE						

15. SFX	APPN	TC	FUND	PCA	AY	COBJ	AMOUNT
	INVOICE NUMBER		PMT DUE DATE	AGENCY USE			
	AGENCY USE						

16. Service date (Last date of travel) 06-09-06	17. Description (Agency use only) Attend 4th International Math Conference in Linz, Austria
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18. DISTRIBUTION	AMOUNT
Expense itemization for in-state travel:	
Fares, Public transportation Taxi <input type="text"/> Air Fare <input type="text"/> Rental Car <input type="text"/>	0.00
Personal car mileage 0.00 Miles @ (Rate set by Legislature) 0.445	0.00
Meals and / or lodging	0.00
Parking <input type="text"/>	
Incidental expenses (itemize) <input type="text"/>	
Expense itemization for out-of-state travel:	
Fares, Public transportation Taxi 36.00 Air Fare 1,163.18 Rental Car <input type="text"/>	1,199.18
Personal car mileage 170.80 Miles @ (Rate set by Legislature) 0.445	76.01
Meals and / or lodging	524.02
Parking <input type="text"/>	
Incidental expenses (Itemize) Taxes <input type="text"/>	15.34
<input type="text"/> Registration Fees	400.00
TOTAL	\$2,214.55

19. I certify that the expense account shown above is true, correct, and unpaid.

Claimant sign here ▶	Date	Supervisor sign here ▶	Date
20. Contact name		Phone (Area code and number)	21. Agency use
Agency sign here ▶	Title		Date
22. Approval here ▶			

IN-STATE MEALS AND LODGING												ACTUAL EXPENSE		
a. Leave Headquarters				b. Arrive Headquarters				c. Meals non-overnight not to exceed \$36	d. Meals not to exceed \$36	e. Lodging not to exceed \$85	f. TOTAL	g. Meals	h. Lodging	i. Total
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
TOTAL MEALS NON OVERNIGHT								j.	TOTAL MEALS & LODGING		k.	TOTAL ACTUAL EXPENSE		l.

OUT-OF-STATE MEALS AND LODGING												ACTUAL EXPENSE		
m. Leave Headquarters				n. Arrive Headquarters				o. Meals non-overnight not to exceed \$36	p. Meals not to exceed Maximum Rate	q. Lodging not to exceed Maximum Rate	r. TOTAL	s. Meals	t. Lodging	u. Total
Date	Hour	Min.	m.	Date	Hour	Min.	m.							
06-02-06	11	30	A									13.03	45.23	58.26
06-03-06												22.04	45.23	67.27
06-04-06												19.00	45.23	64.23
06-05-06												18.02	45.23	63.25
06-06-06												20.03	45.23	65.26
06-07-06												25.06	45.23	70.29
06-08-06												14.98	45.23	60.21
				06-09-06	7	45	P					30.02	45.23	75.25
TOTAL MEALS NON OVERNIGHT								v.	TOTAL MEALS & LODGING		w.	TOTAL ACTUAL EXPENSE		x. 524.02

DATE	y. INFORMATION REQUIRED BY THE STATE OF TEXAS TRAVEL ALLOWANCE GUIDE AND OTHER PERTINENT INFORMATION	Mileage Point to Point
06-02-06	Left headquarters in personal vehicle and drove to Bush International Airport in Houston TX Flew commercial airline to Linz, Austria. Took taxi to hotel.	85.40
06-03-06	Attended 4th International Math Conference	
06-04-06	Attended 4th International Math Conference	
06-05-06	Attended 4th International Math Conference	
06-06-06	Attended 4th International Math Conference	
06-07-06	Attended 4th International Math Conference	
06-08-06	Attended 4th International Math Conference	
06-09-06	Took taxi to airport. Left Austria, flew to Houston TX. Drove personal vehicle to headquarters.	85.40
	(Please include the following information on travel voucher.) ****The exchange rate	
*Show point-to-point breakdown, including intra-city mileage claims		Total: 170.80